Approved For Release 2006/08/02 : CIA-RDP80R01731R001200290002-0
ER-4-9817

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MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Establishment of Deputy General Counsel Position in GS-17 and Promotion of Incumbent, Mr. [redacted]

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1. PROBLEM:

a. To allocate position of Deputy General Counsel, currently G -16, in GS-17.

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b. To obtain approval for the promotion of Mr. [redacted], Incumbent, from GS-16 to GS-17.

2. FACTS BEARING ON THE PROBLEM:

a. The General Counsel, Mr. Lawrence R. Houston, has recommended the establishment of the position of Deputy General Counsel in GS-17 and, concurrently, the promotion of Mr. [redacted] from G -16 to GS-17.

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b. The position of General Counsel is established in GS-18. The Deputy position received the favorable recommendation of the Supergrade Review Board for the GS-17 allocation during appraisal in November, 1952.

c. Establishment of the Deputy General Counsel position in GS-17 and promotion of Mr. [redacted] will not increase the number of positions or personnel in the supergrade category. The position and Mr. [redacted] are currently in GS-16.

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3. DISCUSSION:

a. Based on classification review, the position warrants allocation in GS-17, as indicated in the Personnel Office Evaluation Report and Position Description, Tab 1.

b. By virtue of eight years of progressively more responsible experience in OSS, CIG, and CIA, encompassing assignments in administrative and intelligence fields as well as in legal work, Mr. [redacted] is considered qualified for promotion to the GS-17 position proposed. Biographical sketch listing in detail his education, training, and work experience is attached as Tab 2.

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4. ACTION RECOMMENDED:

a. It is recommended that the position of Deputy General Counsel be approved in GS-17.

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b. Upon approval of the Deputy General Counsel in GS-17, it is recommended that Mr. [redacted] be promoted from GS-16 to GS-17. Promotion request is attached for signature as Tab 3.

/S/

LAWRENCE R. HOUSTON
Acting Deputy Director
(Administration)

3 Attachments:
1. Evaluation Report and Position Description (Tab 1)
2. Biographical Sketch (Tab 2)
3. Personnel Action Request (Tab 3)

ACTION BY APPROVING AUTHORITY:

APPROVED: Date 20 Dec. 53

SIGNED

Director of Central Intelligence

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PO/CWD/[redacted]i (14 December 1953)
Distribution:
O&2 - Acting PD
2 - DCI ✓
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1 - PRDS
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1 - O & M
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Originator:
Chief, CWD

Concur:
Acting Personnel Director

1 cy retained by D DCI, all other copies retd to D D/A. 6/10/54. Disposition of orig. unknown. cc

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